

ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

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WEBSITE: www.dema.az.gov

ANNOUNCEMENT NUMBER: 17-338AG DATE: 17 AUGUST 2017

CLOSING DATE: 7 SEP 2017

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

DEPUTY HUMAN RESOURCES OFFICER (ARMY), JOINT FORCES HEADQUARTERS-AZ

APPOINTMENT FACTORS:

OFFICER: X

WARRANT OFFICER:

ENLISTED:

LOCATION OF POSITION:

ARIZONA NATIONAL GUARD HUMAN RESOURCES OFFICE, 5636 E. MCDOWELL RD, BLDG M5710, PHOENIX, AZ 85008

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is open to current members of the Arizona Army National Guard Applicants in the pay grades of O-3/CPT to O-4/MAJ are encouraged to apply. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.198012

NOTE: Traditional (M-day) status applicants will be accessed into the T-32 AGR program for a duration of three years serving a One Time Occasional Tour (OTOT). Upon completion the officer will be separated from the T32 AGR program and returned to a traditional duty status.

NOTE: The selected officer will have a separate military assignment on the UMR. That assignment is TBD based on the selected officer's rank, branch, experience, knowledge, skills, abilities and/or other relevant factors.

NOTE: An O4/MAJ control grade will be available for an O4/MAJ or for a DA-Select O3/CPT who only needs federal recognition. Any other applicant who is selected may not get a promotion out of this assignment due to AGR controlled grade challenges. O4/MAJ applicants who are currently promotable, or will be during the projected three-year assignment, will not necessarily be in slotted on the UMR in an O5/LTC position. Further, there may be controlled grade challenges even if the selected applicant happens to be slotted in an O5/LTC role. Consequently, while senior O4/MAJ applicants will be considered, there is no assurance of promotion to O5/LTC associated with appointment to the Deputy HRO position.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-2, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZ ARNG Form 34-1 (13 Feb 98).
- c. AZNG Form 335-4-R (1 Apr 1992).
- d. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- e. Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement for the past 5 years (as applicable).
- f. Certified (validated) copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.
- g. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)).
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.

- i. DA Form 705 (APFT), encompassing the last 5 years or as applicable (ensure that height and weight are annotated). Profiles must be attached if applicable.
- j. Body Fat Worksheet (DA Form 5500-R) if applicable.
- k. All DD Form 214's or NGB Form 22's
- l. DD Form 369 (Oct 2011) Police Record Check

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

**** We recommend that you have a member of your unit review your application prior to submission to our office. ****

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a current member or be eligible to become a member of the Arizona (ARMY) National Guard and must meet the eligibility requirements to possess the MOS/AOC: **01A: Branch Immaterial**

APPOINTMENT REQUIREMENTS:

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
4. AGR applicants must have already achieved career status or must be no less than 12 months shy of career status. Probationary status AGR applicants must provide clear evidence, in the form of OERs and recommendations, of the likely successful transition from probationary to career status.
5. Must possess the grade equal to or below that authorized for the AGR duty position.
6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
7. Permanent Change of Station (PCS expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
10. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial Entry Training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions
12. The Arizona National Guard, at its sole discretion, reserves the right to pursue waivers, when applicable, IAW AR 135-18, Table 2-2 and NGR 600-5, Table 2-1.
13. Traditional status (M-Day) officer will sign NGB Form 34-4 Certificate of Agreement and Understanding of OTOT upon notification of selection and start of tour order.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION

Must have 36 months experience, education, or training involving the administering, delivering, maintaining, advising, and adapting advanced concepts, principles, and theories of Human Resources (HR) to the unique organizational, management, and mission requirements. Experience assisting in the development of Human Resources policies and procedures is preferred. Experience advising management on Human Resources principles and practices is preferred. Experience in budgeting/resource management (RM) t/expenditure tracking is preferred.

You must provide evidence (e.g. transcripts, clear descriptions on resume, training certificates, awards, detailed reference letters, etc.) to support any educational degree/certificate/achievement claims and any HR and RM experience/training claims.

BRIEF JOB DESCRIPTION:

The Deputy Human Resources Officer (HRO) serves as primary backup to the HRO, who is the primary staff advisor to The Adjutant General, staff elements, and operating official on matters pertaining to manpower and Human Resources (HR) management. The Deputy assists the HRO in the development and administration of federal and state rules, policies and procedures which are mainly adapted from policies prescribed by the National Guard Bureau, the U.S. Office of Personnel Management (OPM), Department of the Army, and Department of the Air Force. The Deputy HRO is part of the office effort in support of the HRO to establish and maintain liaison with various NGB sections/offices, U.S. OPM area offices, and other Human Resources office. Assists in HR management of all employees dispersed throughout a state, engaged in a variety of jobs under the Federal Wage and General Schedule pay systems as well as military and state pay schedules. The HR program administered by the HR Office includes providing recruitment and placement, position classification and management, labor and employee relations, employee development and training, and related clerical and administrative functions for a workforce. Supports EO/EEO and SARC/SHARP efforts, and coordinates with appointed personnel in the pursuit of related policies and goals. Assists the HRO and works as required with the Resource Manager regarding management of the AZARNG technician payroll budget. Assists the HRO with AGR and Technician Voucher matters, including staying current on requirements and authorizations and changes to the same. Assists the HRO in working with the Army and Air AGR Program Management Sections within the office. Assists the HRO in liaison efforts with the Air and Army regarding force structure matters, military personnel matters, deployments/training/other operations impacting full-time personnel, and all other issues related to HR functions. Assists the HRO in the maintenance of discipline, accountability, responsiveness, performance evaluation, recognition and other aspects of running a joint Air/Army HRO.

SELECTING SUPERVISOR: COL Cammie Spence

NOMINATING OFFICIAL: BG John Hoefert